**word> lesson One: Introduction to Word**

The IT Academy uses videos and text to explain concepts you will need to know and understand to achieve certification. To ensure you are following and attaining the concepts I will create a “Reading Guide” for each lesson that you will complete for credit.

# Introducing Word

The user interface for Microsoft Word 2010 is a \_\_\_RIBBON\_\_\_\_\_\_\_\_\_\_\_\_ which organizes commands into tabs.

The \_FILE\_\_\_\_\_\_ tab includes commands that you use to perform file-related operations, such as opening, saving, and closing a document.

## Operations in the File Tab.

**The Info** page provides the commands you use to ­­­­\_\_\_convert\_\_ and \_secure\_\_\_\_\_\_\_ documents, and prepare your documents for sharing. You can also view properties and versions of the document

Options on the New page help you create new blank documents or documents based on templates.

Use the Options button to access the Word Options dialog box, which helps you configure various settings, such as user interface and start up options. You can also customize the ribbon.

Using Word 2010, you can also capture screenshots, insert them in a document, and even edit and enhance the screenshots.

# Directions:

You will receive a handout we will complete as a Guided Practice in class. This document, once completed, will be saved to the folder in “My Documents” you created called Beginning Word. This will be the first assignment in your Digital Notebook.